

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
NC Justice Academy
Salemberg, NC
April 2, 2009

Mark Priest called the meeting to order at 10:00 a.m. and welcomed everyone. Carolyn Holland called the roll.

Members Present

Greg Parker (Proxy for Mike Chinsolo)
Chad Singleton (Proxy for Todd Davis)
Milton Drew
Tim Fuss
Wayne Jones
Glen Matayabas
Alicia McKinney
Joseph Milem
Thomas Whitmore

Members Absent

Dave Castlow
Betty Reynolds

Staff Present

Autumn Hanna, Sheriffs' Standards Division
Carolyn Holland, NC Justice Academy
Mark Priest, NC Justice Academy
Mark Strickland, NC Justice Academy

Guests Present

John Combs, NC Justice Academy

OLD BUSINESS

Mark reminded everyone that the minutes from the last meeting had been approved via e-mail and have been posted on the Academy's website.

Mark reported the status of prior curriculum changes. These changes were submitted to the Sheriffs' Commission for approval. Due to the change in hours, they must go to rule-making before being implemented. The recommended changes were:

- (1) Legal Aspects of Management & Supervision: decrease in hours from 19 to **16**
- (2) Stress: increase in hours from 2 to **3**

(3) Physical Fitness for Detention Officers: increase in hours from 20 to **22**

These changes should become effective August 1, 2009.

Mark stated that a separate two-hour block will be developed on “Report Writing.” Some of this material will be pulled from the Investigative Process lesson plan, which will decrease the hours for this block to 7 instead of 9. Mark proposed one hour for classroom lecture and one hour for practical exercises. He welcomed input from other committee members in writing this lesson plan.

DOPAT Study

Joseph Milem distributed a document that he developed and it had been tested on new candidates applying for jobs. He stated it had not been validated. A validation study would require a lot of time and funding. He reviewed the test with the members. Out of 86 participants, ages 21 to 57, the times for completion ranged from 3:29 to 12:37, with an average time of 6:00. Using the average time of 6:00 and adding an additional 20% margin, he determined a passing time of 7:12. Obviously, for this to be a true study, a validation would have to be completed. The test can be used, but an agency cannot state a person is not hired based on the test.

Glen stated his agency uses the test as an assessment tool for new and current employees.

Mark explained the reason for the discussion of DOPAT. The idea has been discussed for several years among the sheriffs and the concern is whether the candidacy pool will be lessened if the test is implemented. Mark wants to be able to present some information should the sheriffs discuss the topic at a future session.

John Combs stated that a validation process is about to begin for the BLET POPAT, as a result of the recent BLET task analysis. It will be a lengthy process, taking four to five months. He mentioned the possibility of a validation for detention being done also.

Members expressed concern of using a DOPAT for detention officers since they are only in the course four to five weeks.

Alicia presented Durham County Sheriff’s Office DOPAT. They began using it in 2005. It takes 1:30. Participants can retest in 30 days if they fail; however, applicants usually don’t have a problem passing the test. If they fail the retest, they can re-apply in a year.

Mark will relay any information to committee members if the topic comes up at the next Sheriff’s Commission meeting.

Subject Control Techniques

John Combs stated that punching techniques are being recommended by his SC/AT Committee. The reason for the recommendation is the need for training on closed-hand strikes as a non-lethal

force option. Punching is a natural instinct and the SC/AT Committee decided officers should be trained on how to properly execute the technique. He distributed the recommended lesson plan addition on punching; it will be added after the stunning techniques material. This information is also being recommended for the BLET SC/AT block. The change will be presented to the BLET Revision Committee in April, and if approved, to the full Commission in May.

Members discussed the addition, some voicing concern about engaging in a fist fight with subject and punching not being non-lethal use of force. Members decided to wait until the BLET Revision Committee hears and decides on the issue. Joseph Milem stated he felt DOCC should mirror BLET.

Mark Strickland proposed that the committee wait until John Combs reports to the BLET Revision Committee; if approved by them, then wait until the CJ Commission makes their decision. At that point, Mark Priest will disseminate the change for the DOCC Revision Committee's approval and then propose the change to the Sheriffs' Commission for their approval. It could become effective August 1, 2009.

Tim Fuss made a motion to add this information on punches to the Subject Control Techniques lesson plan, contingent upon the wording and approval of this committee. Glen Matayabas seconded. The motion was approved.

Physical Fitness

John Combs presented his recommended changes to the Physical Fitness lesson plan. The material consists of updated information in several areas—aerobic fitness, muscular strength training, CVD risk factors, nutrition, and MRSA. This information will be added to the BLET block on Physical Fitness and John proposes it be added to DOCC so that they mirror each other. These additions will not affect objectives or test questions.

Joseph Milem suggested updating the statistics in the lesson plan and update the food pyramid slide. The handouts on fast foods are also outdated. John stated he would provide the updated handouts and change the slide information.

Joseph Milem made a motion to accept these proposed changes to the Physical Fitness for Detention Officers lesson plan. Wayne Jones seconded. The motion was approved.

Legal Aspects

Mark stated that NCJA Agency Legal Specialist, Rick Brown, recommends adding information to DOCC that was in the 2009 Legal Update In-Service lesson plan. The material is called "Legal Issues from Requests for Technical Assistance." Some of the issues presented in this material includes: breast milk issues, work on the Sabbath, inmate property taken upon intake, introduction of tobacco into a jail facility, and grooming standards.

Members discussed the issue of inmate property taken upon intake. Some felt it should remain in in-service; others stated it is the law and new officers should receive the information. Noted was the fact that departmental policy also dictates how this procedure is handled.

Tim Fuss made a motion to include all this material in the Legal Aspects of Management & Supervision block of instruction. Alicia McKinney seconded. The motion was approved.

The change to the Legal lesson plan will become effective August 1, 2009.

DOCC Revision Committee Policy

Mark Priest stated that he was requested by the Academy's Director, Peggy Schaefer, to rewrite the DOCC Revision Committee Policy to mirror the BLET Revision Committee policy. With Peggy's help, the policy revision was presented to the Sheriffs' Commission and was approved. Mark discussed the changes to the policy; the revisions included definition of major and minor revision and membership. Members will serve terms of three years and absenteeism was also addressed in the new policy.

Joseph Milem suggested, due to budget concerns, conducting a conference call to conduct committee business since the committee is to meet quarterly. Mark Strickland stated that a Blackboard discussion could be done. Mark Priest mentioned that agenda items would dictate whether personal meetings or virtual meetings could be conducted.

A blind draw was done and the membership terms are as follows:

Dave Castlow: April 2010
Todd Davis: April 2011
Milton Drew: April 2012
Tim Fuss: April 2011
Wayne Jones: April 2010
Glen Matayabas: April 2010
Alicia McKinney: April 2011
Joseph Milem: April 2011
Betty Reynolds: April 2012
Mark Strickland: April 2012
Thomas Whitmore: April 2012

Mark stated that Mike Chinsolo will resign from the committee. He has requested that Greg Parker be approved to serve on the committee in his slot. Greg provided some background information on himself. He is the law enforcement coordinator for Halifax Community College. He is the School Director for Telecommunicator Certification and Detention Officer Certification.

Mark recommended increasing the committee membership from 12 to 14.

Glen Matayabas made a motion to increase the membership of the DOCC Revision Committee to 14. Milton Drew seconded. The motion was approved.

Mark mentioned that two individuals have voiced a desire to serve on the committee: Kathryn Bryan, Dare County and Sammy Turner, Brunswick County.

Milton Drew made a motion to accept Greg Parker, Kathryn Bryan and Sammy Turner as DOCC Revision Committee members. Wayne Jones seconded. The motion was approved.

Mark Strickland mentioned the committee should be a full representation of the state; the current membership is mostly from the eastern part of the state. Tim Fuss recommended placing committee membership information on the Academy's website, urging those interested in serving as members to e-mail Mark Priest.

Mark will submit these names with Director Schaefer. If there is any problem, he will e-mail committee members.

The new members' terms are:

Sammy Turner: 2010

Kathryn Bryan: 2011

Greg Parker: 2010

OTHER BUSINESS

Investigative Process

Mark stated that the changes to this outline—taking the report writing information out and making a new topic—was not recommended to the last Sheriffs' Commission meeting. He will recommend the revision at the June meeting and the curriculum change will become effective February 2010.

Tim Fuss talked about some items brought to his attention during recent training. Is there enough time for testifying in court material in the Investigative Process block of instruction or should an in-service topic be delivered on this subject? Mark stated that an in-service topic has already been developed/delivered on Courtroom Testimony/Demeanor. Tim stated two other topics that were suggested to be added to DOCC would require additional hours—driver training and firearms.

Mark Strickland stated that the 2005 task analysis did identify firearms as needed. But the numbers were skewed and an expert committee met to determine if firearms should be included in the curriculum. They determined that it was on-the-job training and should not be included in the course.

Mark Priest asked members to send him any information concerning the need to add firearms to the curriculum. Members should submit ideas/concepts/research for this block to him prior to the

next DOCC Revision Committee meeting. If sufficient information is documented, he will present the recommendation to the Sheriffs' Commission for the additional topic/hours.

Alicia made some recommendations as a result of her last course. She really liked the book, *Who Moved My Cheese*, as a reading assignment and felt it should be required reading. The book is about dealing with change. She also recommended changing the verbiage in the Processing Inmates lesson plan concerning description of property where it states "observe maker's labels." Since there are so many "knock-offs" today, the information should be general and broad.

Alicia made a motion to change the verbiage in the Processing Inmates block of instruction to delete "maker's labels" and add general and broad. Joseph Milem seconded. The motion was approved.

This change will become effective August 1, 2009.

NEXT MEETING

The next meeting will be held July 23, 2009, 10 a.m. The location will be determined at a later time.